

# PROCEDURE/CHECKLIST FOR ACCEPTING DECLARATION OF CANDIDACY

- ☐ Read the requirements and ask the candidate if they meet them
- ☐ Inform candidate that their name will appear on the ballot as it is written on the Declaration of Candidacy. Explain the random selection procedures from the Master Ballot Position List
- ☐ Have the candidate fill out and sign the Declaration of Candidacy (public document)
- ☐ Have the candidate read and sign the Pledge of Fair Campaign Practices (voluntary pledge) (public document)
- ☐ Make a copy of the Declaration of Candidacy and Pledge of Fair Campaign Practices for their candidate packet. (keep Original)
- ☐ Show the candidate the Financial Disclosure Forms/Campaign Financial Report and instructions for filing required reports, deadlines, etc. Inform candidate that failure to comply will result in disqualification as a candidate and removal of candidate's name from the ballot (public documents)
- ☐ Provide a copy of UCA 20A-7-801 regarding the Statewide Electronic Voter Information Website Program. Inform candidate of the submission deadline (Your Candidate Profile)
- ☐ Review the Candidate Guide, point out regulations for posting campaign signs and electioneering zones. Review the Precinct Map and Voting Locations
- ☐ Have the candidate sign our form stating that they have received the Financial Disclosure Information & Forms, Pledge of Fair Campaign Practices, Campaign Sign Information, and Statewide Electronic Voter Information website information
- ☐ Ask if they have any questions



Candidate for Municipal Office  
Must meet the following requirements:

- The person is a United States Citizen
- The person will be at least 18 years old at the time of the next election.
- The person is a registered voter in the municipality (Town of Vineyard)
- The person has been a legal resident of the municipality or a resident of a recently annexed area for a period of 12 consecutive months immediately before the date of election.
- The person must not be mentally incompetent, convicted of a felony, convicted of treason or a crime against the elective franchise, unless their right to hold elective office has been restored.

Do you meet each of these requirements?

- ☐ YES
- ☐ NO

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Candidate Signature

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Date

## **2016 – 2017 MASTER BALLOT POSITION LIST**

In accordance with Utah Code Section 20A-6-305, Utah Lieutenant Governor Spencer J. Cox hereby establishes the Master Ballot Position List, establishes written procedures for election officials to use the Master Ballot Position List, establishes written procedures for the Lieutenant Governor in conducting the randomization in a fair manner, and provides a record of the random selection process used.

### **a. Master Ballot Position List**

1	P
2	N
3	I
4	H
5	D
6	E
7	S
8	B
9	K
10	U
11	A
12	O
13	R
14	J
15	G
16	V
17	F
18	T
19	Y
20	Q
21	C
22	X
23	Z
24	M
25	L
26	W

**b. Written procedures for election officials to use the master ballot position list.**

In accordance with Utah Code Section 20A-6-305, election officers shall use the master ballot position list for 2016-2017 to determine the order in which to list candidates on the ballot for any election held during those years.

To determine the order in which to list candidates on the ballot, the election officer shall apply the randomized alphabet using: the candidate's surname; for candidates with a surname that has the same spelling, the candidate's given name; if the ballot provides for a ticket or a straight party ticket, the name of the registered political party. This does not apply to an election for an office for which only one candidate is listed on the ballot or a judicial retention election under Section 20A-12-201.

**c. Written procedures for the Lieutenant Governor in conducting the randomization in a fair manner and record of the random selection process used.**

In accordance with Utah Code Section 20A-6-305, the Lieutenant Governor's Office conducted the randomization process by using a random alphabet generator utility in the statewide voter database application VISTA (voter information & state tracking application). The randomization was done on Monday, November 16, 2015 in the presence of witnesses representing political parties in Utah.



# Declaration of Candidacy

(Non-Partisan)

STATE OF UTAH

COUNTY OF UTAH

} ss

I, \_\_\_\_\_, being first duly sworn, say that I reside at  
(Print name as it is to appear on the ballot)

\_\_\_\_\_, Vineyard, County of Utah, State of Utah, 84058.

Telephone No. \_\_\_\_\_; that I am a registered voter; and that I am a candidate for the office of \_\_\_\_\_ for the term of four (4) years. I will meet the legal qualifications required of candidates for this office. I will file all campaign financial disclosure reports as required by law and I understand that failure to do so will result in my disqualification as a candidate for this office and removal of my name from the ballot. I request that my name be printed upon the applicable official ballots

(Signed) \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me by \_\_\_\_\_

on this \_\_\_\_\_ day of June, 2017.

\_\_\_\_\_  
(Signed) Pamela Spencer City Recorder

Note: The qualifications to be a candidate are:

- (1) Be a United States Citizen at time of filing.
- (2) Be a registered voter of the municipality.
- (3) Be a resident of the municipality or a resident of the recently annexed area for 12 consecutive months immediately preceding the date of the election.
- (4) To not be a convicted felon, unless the right to hold elective office has been restored.

The following information would be helpful in contacting you if the need arises:

E-mail \_\_\_\_\_

Cell Phone \_\_\_\_\_

Other contact information \_\_\_\_\_



## PLEDGE OF FAIR CAMPAIGN PRACTICES

(Utah Code §20A-9-206)

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues.

### THEREFORE:

**I SHALL** conduct my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing, without fear or favor, the record and policies of my opponents that I believe merit criticism.

**I SHALL NOT** use, nor shall I permit the use of, scurrilous attacks on any candidate or the candidate's immediate family. I shall not participate in or nor shall I permit the use of defamation, libel, or slander against any candidate or the candidate's immediate family. I shall not participate in nor shall I permit the use of any other criticism of any candidate or the candidate's immediate family that I do not believe to be truthful, provable, and relevant to my campaign.

**I SHALL NOT** use, nor shall I permit the use of, any practice that tends to corrupt or undermine our American system of free elections, or that hinders or prevents the free expression of the will of the voters, including practices intended to hinder or prevent any eligible person from registering to vote or voting.

**I SHALL NOT** coerce election help or campaign contributions for myself or for any other candidate from my employees or volunteers.

**I SHALL** immediately and publicly repudiate support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of an opponent, to methods in violation of the letter or spirit of this pledge. I shall accept responsibility to take firm action against any subordinate who violates any provision of this pledge or the laws governing elections.

**I SHALL** defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.

**I**, the undersigned, candidate for election to public office in the State of Utah, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

Name: \_\_\_\_\_ Office: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*This is a voluntary pledge. Candidates are not required to sign this pledge of fair campaign practices.**

**\*This document is considered a public record and will be retained for public inspection until 30 days following the election.**

## **Campaign Finance Disclosure**

Each candidate for elective office must file signed Campaign Financial Statements with the Town Clerk/Recorder; financial statements that comply with Utah State Code 10-3-208 “Campaign Finance Statement in Municipal Election” and the Vineyard Municipal Code (*Amended 6/2015*) Chapter 4-100 “Campaign Finance Disclosure.”

All candidates will be required to sign and submit to the Town Clerk/Recorder a Campaign Financial Statement no later than (7) days before the Primary Election (August 4, 2015), and the General Election (October 27, 2015) and no later than (30) thirty days after the General Election (December 3, 2015). Candidates who are eliminated at the Primary Election shall file a Campaign Financial Statement no later than (30) thirty days after the date of the Primary Election (September 10, 2015).

If a candidate fails to file a Campaign Financial Statement with the Town Clerk/Recorder before the November Municipal General Election by the deadline date; the Town Clerk/Recorder shall:

- 1.) If practical, remove the candidate’s name from the ballot by blacking out the candidate’s name before the ballots are delivered to voters: or
- 2.) If removing the candidate’s name from the ballot is not practicable, inform the voters by any practical method that the candidate has been disqualified and that votes cast for the candidate will not be counted;
- 3.) May not count any votes for that candidate.

Candidates for municipal office shall (a) report the total amount of all contributions and expenditures if the candidate receives \$500.00 or less and spends \$500.00 or less; or (b) reports all itemized contributions, including the amount and the name of the donor, the aggregate total of all contributions that individually do not exceed the reporting limit; and for each campaign expenditure, the amount of the expenditure and the name of the recipient of the expenditure.

The reporting limit means \$50.00 for each calendar year. The financial report shall identify (a) each contribution of more than \$50.00, and the name of the donor; (b) for each campaign expenditure, the amount of the expenditure and the name of the recipient of the expenditure.

The definition of contribution and expenditure includes reporting all in-kind and other nonmonetary contributions received.

Any person who fails to comply with these requirements is guilty of an infraction. Each and every failure to file the required Campaign Financial Statement constitutes a separate offense. Signed Campaign Financial Statements received by the Town Clerk are classified as a public record. State law requires that the financial statement be posted on the town’s website and/or the Lieutenant Governor’s website.

**Effective 5/10/2016**

**10-3-208 Campaign finance disclosure in municipal election.**

(1) Unless a municipality adopts by ordinance more stringent definitions, the following are defined terms for purposes of this section:

(a) "Agent of a candidate" means:

- (i) a person acting on behalf of a candidate at the direction of the reporting entity;
- (ii) a person employed by a candidate in the candidate's capacity as a candidate;
- (iii) the personal campaign committee of a candidate;
- (iv) a member of the personal campaign committee of a candidate in the member's capacity as a member of the personal campaign committee of the candidate; or
- (v) a political consultant of a candidate.

(b) "Anonymous contribution limit" means for each calendar year:

- (i) \$50; or
- (ii) an amount less than \$50 that is specified in an ordinance of the municipality.

(c)

(i) "Candidate" means a person who:

- (A) files a declaration of candidacy for municipal office; or
- (B) receives contributions, makes expenditures, or gives consent for any other person to receive contributions or make expenditures to bring about the person's nomination or election to a municipal office.

(ii) "Candidate" does not mean a person who files for the office of judge.

(d)

(i) "Contribution" means any of the following when done for political purposes:

- (A) a gift, subscription, donation, loan, advance, or deposit of money or anything of value given to a candidate;
- (B) an express, legally enforceable contract, promise, or agreement to make a gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value to the candidate;
- (C) any transfer of funds from another reporting entity to the candidate;
- (D) compensation paid by any person or reporting entity other than the candidate for personal services provided without charge to the candidate;
- (E) a loan made by a candidate deposited to the candidate's own campaign; and
- (F) an in-kind contribution.

(ii) "Contribution" does not include:

- (A) services provided by an individual volunteering a portion or all of the individual's time on behalf of the candidate if the services are provided without compensation by the candidate or any other person;
- (B) money lent to the candidate by a financial institution in the ordinary course of business; or
- (C) goods or services provided for the benefit of a candidate at less than fair market value that are not authorized by or coordinated with the candidate.

(e) "Coordinated with" means that goods or services provided for the benefit of a candidate are provided:

- (i) with the candidate's prior knowledge, if the candidate does not object;
- (ii) by agreement with the candidate;
- (iii) in coordination with the candidate; or
- (iv) using official logos, slogans, and similar elements belonging to a candidate.

(f)

- (i) "Expenditure" means any of the following made by a candidate or an agent of the candidate on behalf of the candidate:
    - (A) any disbursement from contributions, receipts, or from an account described in Subsection (3)(a)(i);
    - (B) a purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value made for political purposes;
    - (C) an express, legally enforceable contract, promise, or agreement to make any purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value for a political purpose;
    - (D) compensation paid by a candidate for personal services rendered by a person without charge to a reporting entity;
    - (E) a transfer of funds between the candidate and a candidate's personal campaign committee as defined in Section 20A-11-101; or
    - (F) goods or services provided by a reporting entity to or for the benefit of the candidate for political purposes at less than fair market value.
  - (ii) "Expenditure" does not include:
    - (A) services provided without compensation by an individual volunteering a portion or all of the individual's time on behalf of a candidate; or
    - (B) money lent to a candidate by a financial institution in the ordinary course of business.
  - (g) "In-kind contribution" means anything of value other than money, that is accepted by or coordinated with a candidate.
  - (h)
    - (i) "Political consultant" means a person who is paid by a candidate, or paid by another person on behalf of and with the knowledge of the candidate, to provide political advice to the candidate.
    - (ii) "Political consultant" includes a circumstance described in Subsection (1)(h)(i), where the person:
      - (A) has already been paid, with money or other consideration;
      - (B) expects to be paid in the future, with money or other consideration; or
      - (C) understands that the person may, in the discretion of the candidate or another person on behalf of and with the knowledge of the candidate, be paid in the future, with money or other consideration.
    - (i) "Political purposes" means an act done with the intent or in a way to influence or tend to influence, directly or indirectly, any person to refrain from voting or to vote for or against any candidate or a person seeking a municipal office at any caucus, political convention, or election.
  - (j) "Reporting entity" means:
    - (i) a candidate;
    - (ii) a committee appointed by a candidate to act for the candidate;
    - (iii) a person who holds an elected municipal office;
    - (iv) a party committee as defined in Section 20A-11-101;
    - (v) a political action committee as defined in Section 20A-11-101;
    - (vi) a political issues committee as defined in Section 20A-11-101;
    - (vii) a corporation as defined in Section 20A-11-101; or
    - (viii) a labor organization as defined in Section 20A-11-1501.
- (2)

- (a) A municipality may adopt an ordinance establishing campaign finance disclosure requirements for a candidate that are more stringent than the requirements provided in Subsections (3) and (4).
  - (b) The municipality may adopt definitions that are more stringent than those provided in Subsection (1).
  - (c) If a municipality fails to adopt a campaign finance disclosure ordinance described in Subsection (2)(a), a candidate shall comply with financial reporting requirements contained in Subsections (3) and (4).
- (3)
- (a) Each candidate:
    - (i) shall deposit a contribution in a separate campaign account in a financial institution; and
    - (ii) may not deposit or mingle any campaign contributions received into a personal or business account.
  - (b) In a year in which a municipal primary is held, each candidate who will participate in the municipal primary shall file a campaign finance statement with the municipal clerk or recorder no later than seven days before the day described in Subsection 20A-1-201.5(2).
  - (c) Each candidate who is not eliminated at a municipal primary election shall file with the municipal clerk or recorder a campaign finance statement:
    - (i) no later than seven days before the day on which the municipal general election is held; and
    - (ii) no later than 30 days after the day on which the municipal general election is held.
  - (d) Each candidate for municipal office who is eliminated at a municipal primary election shall file with the municipal clerk or recorder a campaign finance statement 30 days after the day on which the municipal primary election is held.
- (4) Each campaign finance statement described in Subsection (3) shall:
- (a) except as provided in Subsection (4)(b):
    - (i) report all of the candidate's itemized and total:
      - (A) contributions, including in-kind and other nonmonetary contributions, received up to and including five days before the campaign finance statement is due, excluding a contribution previously reported; and
      - (B) expenditures made up to and including five days before the campaign finance statement is due, excluding an expenditure previously reported; and
    - (ii) identify:
      - (A) for each contribution, the amount of the contribution and the name of the donor, if known; and
      - (B) for each expenditure, the amount of the expenditure and the name of the recipient of the expenditure; or
  - (b) report the total amount of all contributions and expenditures if the candidate receives \$500 or less in contributions and spends \$500 or less on the candidate's campaign.
  - (c) Within 30 days after receiving a contribution that is cash or a negotiable instrument, exceeds the anonymous contribution limit, and is from a donor whose name is unknown, a candidate shall disburse the amount of the contribution to:
    - (i) the treasurer of the state or a political subdivision for deposit into the state's or political subdivision's general fund; or
    - (ii) an organization that is exempt from federal income taxation under Section 501(c)(3), Internal Revenue Code.
- (5)
- (a) A municipality may, by ordinance:
    - (i) provide an anonymous contribution limit less than \$50;

- (ii) require greater disclosure of contributions or expenditures than is required in this section; and
  - (iii) impose additional penalties on candidates who fail to comply with the applicable requirements beyond those imposed by this section.
- (b) A candidate is subject to the provisions of this section and not the provisions of an ordinance adopted by the municipality under Subsection (5)(a) if:
  - (i) the municipal ordinance establishes requirements or penalties that differ from those established in this section; and
  - (ii) the municipal clerk or recorder fails to notify the candidate of the provisions of the ordinance as required in Subsection (6).
- (6) Each municipal clerk or recorder shall, at the time the candidate for municipal office files a declaration of candidacy, and again 14 days before each municipal general election, notify the candidate in writing of:
  - (a) the provisions of statute or municipal ordinance governing the disclosure of contributions and expenditures;
  - (b) the dates when the candidate's campaign finance statement is required to be filed; and
  - (c) the penalties that apply for failure to file a timely campaign finance statement, including the statutory provision that requires removal of the candidate's name from the ballot for failure to file the required campaign finance statement when required.
- (7) Notwithstanding any provision of Title 63G, Chapter 2, Government Records Access and Management Act, the municipal clerk or recorder shall:
  - (a) make each campaign finance statement filed by a candidate available for public inspection and copying no later than one business day after the statement is filed; and
  - (b) make the campaign finance statement filed by a candidate available for public inspection by:
    - (i)
      - (A) posting an electronic copy or the contents of the statement on the municipality's website no later than seven business days after the statement is filed; and
      - (B) verifying that the address of the municipality's website has been provided to the lieutenant governor in order to meet the requirements of Subsection 20A-11-103(5); or
    - (ii) submitting a copy of the statement to the lieutenant governor for posting on the website established by the lieutenant governor under Section 20A-11-103 no later than two business days after the statement is filed.
- (8)
  - (a) If a candidate fails to timely file a campaign finance statement required under Subsection (3), the municipal clerk or recorder shall inform the appropriate election official who:
    - (i) shall:
      - (A) if practicable, remove the candidate's name from the ballot by blacking out the candidate's name before the ballots are delivered to voters; or
      - (B) if removing the candidate's name from the ballot is not practicable, inform the voters by any practicable method that the candidate has been disqualified and that votes cast for the candidate will not be counted; and
    - (ii) may not count any votes for that candidate.
  - (b) Notwithstanding Subsection (8)(a), a candidate who timely files each campaign finance statement required under Subsection (3) is not disqualified if:
    - (i) the statement details accurately and completely the information required under Subsection (4), except for inadvertent omissions or insignificant errors or inaccuracies; and
    - (ii) the omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.

- (9) A campaign finance statement required under this section is considered filed if it is received in the municipal clerk or recorder's office by 5 p.m. on the date that it is due.
- (10)
  - (a) A private party in interest may bring a civil action in district court to enforce the provisions of this section or an ordinance adopted under this section.
  - (b) In a civil action under Subsection (10)(a), the court may award costs and attorney fees to the prevailing party.

Amended by Chapter 94, 2016 General Session

Amended by Chapter 409, 2016 General Session





# Municipal Campaign Financial Disclosure

Due September 14

Contributions and expenses between August 4, 2017 and date of this filing

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Full Name of Candidate

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Address

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Name of Office

1. Total Contributions of donors who gave more than \$50.00 (Form "A" total) \$ \_\_\_\_\_
2. Aggregate total of contributions of \$50.00 or less \$ \_\_\_\_\_
3. Total Campaign expenses (Form "B" total) \$ \_\_\_\_\_
4. Balance at the end of the reporting period \$ \_\_\_\_\_

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Date

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Signature of Candidate

### ITEMIZED CONTRIBUTION REPORT (FORM "A")

Date Received	Name of Contributor	Mailing Address	Amount of Contribution
XXXX	XXXXXXXXXXXXXXXXXXXX	TOTAL CONTRIBUTIONS OF MORE THAN \$50.00	

### ITEMIZED EXPENDITURE REPORT (FORM "B")

Date of Expenditure	Name of Contributor	Mailing Address	Amount of Expenditure
XXXX	XXXXXXXXXXXXXXXXXXXX	TOTAL CAMPAIGN EXPENDITURES	



# Municipal Campaign Financial Disclosure

Due December 7, 2017

Contributions and expenses between October 27, 2017 and date of this filing

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Full Name of Candidate

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Address

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Name of Office

1. Total Contributions of donors who gave more than \$50.00 (Form "A" total) \$ \_\_\_\_\_
2. Aggregate total of contributions of \$50.00 or less \$ \_\_\_\_\_
3. Total Campaign expenses (Form "B" total) \$ \_\_\_\_\_
4. Balance at the end of the reporting period \$ \_\_\_\_\_

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Date

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Signature of Candidate

### ITEMIZED CONTRIBUTION REPORT (FORM "A")

Date Received	Name of Contributor	Mailing Address	Amount of Contribution
XXXX	XXXXXXXXXXXXXXXXXXXX	TOTAL CONTRIBUTIONS OF MORE THAN \$50.00	

### ITEMIZED EXPENDITURE REPORT (FORM "B")

Date of Expenditure	Name of Contributor	Mailing Address	Amount of Expenditure
XXXX	XXXXXXXXXXXXXXXXXXXX	TOTAL CAMPAIGN EXPENDITURES	



# Municipal Campaign Financial Disclosure

Due between October 30 – 31 by 5:00 PM  
Contributions and expenses from August 4, 2017 through October 26, 2017

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Full Name of Candidate

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Address

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Name of Office

1. Total Contributions of donors who gave more than \$50.00 (Form "A" total) \$ \_\_\_\_\_
2. Aggregate total of contributions of \$50.00 or less \$ \_\_\_\_\_
3. Total Campaign expenses (Form "B" total) \$ \_\_\_\_\_
4. Balance at the end of the reporting period \$ \_\_\_\_\_

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Date

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Signature of Candidate

### ITEMIZED CONTRIBUTION REPORT (FORM "A")

Date Received	Name of Contributor	Mailing Address	Amount of Contribution
XXXX	XXXXXXXXXXXXXXXXXXXX	TOTAL CONTRIBUTIONS OF MORE THAN \$50.00	

### ITEMIZED EXPENDITURE REPORT (FORM "B")

Date of Expenditure	Name of Contributor	Mailing Address	Amount of Expenditure
XXXX	XXXXXXXXXXXXXXXXXXXX	TOTAL CAMPAIGN EXPENDITURES	



## Municipal Campaign Financial Disclosure

Due between August 7 – 8 by 5:00 PM  
Contributions and expenses through August 3, 2017

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Full Name of Candidate

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Address

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Name of Office

1. Total Contributions of donors who gave more than \$50.00 (Form "A" total) \$ \_\_\_\_\_
2. Aggregate total of contributions of \$50.00 or less \$ \_\_\_\_\_
3. Total Campaign expenses (Form "B" total) \$ \_\_\_\_\_
4. Balance at the end of the reporting period \$ \_\_\_\_\_

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Date

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Signature of Candidate

### ITEMIZED CONTRIBUTION REPORT (FORM "A")

Date Received	Name of Contributor	Mailing Address	Amount of Contribution
XXXX	XXXXXXXXXXXXXXXXXXXX	TOTAL CONTRIBUTIONS OF MORE THAN \$50.00	

### ITEMIZED EXPENDITURE REPORT (FORM "B")

Date of Expenditure	Name of Contributor	Mailing Address	Amount of Expenditure
XXXX	XXXXXXXXXXXXXXXXXXXX	TOTAL CAMPAIGN EXPENDITURES	



## 2017 DATES TO REMEMBER

Thursday, June 1 through Wednesday, June 7 (no later than 5:00 p.m.)	Filing period for Declaration of Candidacy Forms or Nominating Petition with the City Recorder (examples enclosed at the end of the Candidate Guide). <i>We will close the doors on the 7 at 5:00 p.m. sharp. Rather than risk missing the deadline, please consider filing early.</i>
Wednesday, June 12	Last day for filing a written objection to a candidate filing. <b>20A-9-203(11)</b>
Monday, July 3	Deadline for candidates to submit 200-word statement or profile for State website for the Primary.
Sunday, July 16	Last day a new resident of Utah can establish a 30-day-voting residency for the Municipal Primary.
Monday, July 17 (postmarked)	Last day the County will accept mail-in voter registration forms.
Tuesday, August 8	Last day the County can register voters <b>in office (20A-2-201)</b> or <b>online (20A-2-206)</b> and vote in the Municipal Primary. <u>It is dangerous for voters to wait until the last minute to do this because the County could be overwhelmed with last-minute registrations and unable to process the forms in time to vote.</u>
Tuesday, August 8	First Campaign Financial Statement - Filing Period - <b>UCA10-3-208(3)(b)</b> The <b>DEADLINE</b> is 7 days before the Primary. All candidates must file this statement for contributions received and expenditures made up to and including August 3rd. <i>The names of candidates failing to meet this deadline will be removed from the ballot.</i>
Tuesday, August 15	<b>Municipal Primary.</b> Voter Service Center opens at 7:00 a.m. and closes at 8:00 p.m. <i>***The center is not intended to be a polling place, rather it is a place for voters with issues to go and receive help.***</i>
August 16-28	Beginning the day after the election and ending on the day before the date of the canvass—if ballots have been counted—the numbers shall be publicly released.
Tuesday, August 29	Municipal Primary Canvass (verification of election results).
Friday, September 8 or before	Last day a write-in Candidate can file a Declaration of Candidacy for the Municipal General Election. ( <b>20A-9-601--60 days before General Election</b> )
Friday, September 8	Deadline for candidates to submit 200-word statement or biography for State website for the General Election.
Thursday, September 14	<b>Deadline</b> for candidates <b>eliminated</b> in the Municipal Primary to file the Campaign Financial Statement for the total of contributions received and expenditures between August 4 and date of this filing. ( <i>due 30 days after Primary</i> )
Sunday, October 8	Last day a new resident can establish a 30-day voting residency for the November Municipal Election. <b>UCA 20A-2-101</b>
Monday, October 10	Last day the County will accept <b>mail-in</b> voter registration forms for the Municipal General Election.
Saturday, October 15	Last day any person who filed a declaration of candidacy and was nominated and any person who was nominated by a nomination petition may withdraw. (in writing) <b>20A-9-203(12)</b>
Monday, October 23	Last day the County can register voters <b>in office (20A-2-201)</b> or <b>online (20A-2-206)</b> and vote in the Municipal General Election. <u>It is dangerous for voters to wait until the last minute to do this because the County could be overwhelmed with last-minute registrations and unable to process the forms in time to vote.</u>
Monday, October 30 thru Tuesday, October 31	Filing period - Second Campaign Financial Statement. The <b>DEADLINE</b> is 7 days before the General Election. All candidates successful in the Municipal Primary must file this statement for contributions received and expenditures made from August 4 through October 26. <i>The names of candidates failing to meet this deadline will be removed from the ballot.</i>
Tuesday, November 7	<b>General Municipal Election Day.</b> Voter Service Center opens at 7:00 a.m. and close at 8:00 p.m. <i>***The center is not intended to be a polling place, rather it is a place for voters with issues to go and receive help.***</i>
Tuesday, November 21	General Municipal Election Canvass (verification of election results).
Thursday, December 7	Deadline for filing the Third Campaign Financial Statement. All candidates successful in the Municipal Primary must file this statement for contributions received and expenditures made beginning October 27 through the date of this filing.
Tuesday, January 2, 2018	Oath of Office Ceremony at Noon.



## Your Candidate Profile

### State Website

In accordance with Utah Code 20A-7-8010, the Lieutenant Governor's Office has developed the Statewide Electronic Voter Information Website Program. This website allows registered voters to view information particular to them including their voter service centers, information on candidates, propositions, etc.

Candidates who wish to provide their photo, biographical information, contact information and a 200-word qualifying statement for the Statewide Electronic Voter Information Website must submit everything by 5:00 pm on July 3 (for the Primary Election) and September 8 (for the General Election). Attached is a copy of the instructions for the Statewide Electronic Voter Information Website.

### City Website

In addition to the Statewide Electronic Voter Information Website, Vineyard will publish this information on the City's website. We would like to include all of the above information. We may also send this information out in a voter information mailing.

Please submit these to the City Recorder no later than the above deadlines.

## Your Candidate Profile

As a candidate, you have the opportunity to submit a candidate profile, or candidate biography, and have it displayed on the state's voter information website, [vote.utah.gov](http://vote.utah.gov). This website is used by hundreds of thousands of voters every election to research candidates and locate their voting information.

	Submission Deadline	Password
Primary Election	<b>July 3, 2017 5:00 PM</b>	<b>VOTEAUGUST2017</b>
General Election	<b>September 8, 2017 5:00 PM</b>	<b>VOTENOVEMBER2017</b>

### FAQs

#### **Q: What is included in the profile?**

Photograph, 200 word statement, and certain biographical information.

#### **Q: When is the profile available to the public?**

Profiles are available for both the Primary and General Elections. Profiles will be publicly posted on the website approximately 1 week after the submission deadline.

#### **Q: How do I submit my profile?**

1. Go to [vote.utah.gov](http://vote.utah.gov).
2. Under the heading, "Candidates & Parties," select "Enter Candidate Profile."
3. Enter the password **VOTEAUGUST2017** (for the Primary Election) or **VOTENOVEMBER2017** (for the General Election).
4. Select your name in the drop down menu, enter your biographical information, upload a small photograph (less than 1MB in size), and type your 200 statement. We recommend saving your 200 word statement in a separate document in case of an error.
5. Click "Submit for Approval."
6. You will receive an email that contains a link to edit your profile. This link is the only way you can edit your previous profile.

#### **Q: I can't find the email to edit my profile. What do I do?**

Check your email's junk or spam folder. If you cannot locate the email, contact the Lieutenant Governor's Office at 801-538-1041.

#### **Q: The website gives me an error message when I try to submit my profile. What can I do?**

If you uploaded a photograph, check the size of the photograph's file. If the file size is large (more than 1MB), simply upload a smaller image file. Some online websites offer free photo compression.

**20A-7-801 Statewide Electronic Voter Information Website Program -- Duties of the lieutenant governor -- Content -- Duties of local election officials -- Deadlines -- Frequently asked voter questions -- Other elections.**

(1) There is established the Statewide Electronic Voter Information Website Program administered by the lieutenant governor in cooperation with the county clerks for general elections and municipal authorities for municipal elections.

(2) In accordance with this section, and as resources become available, the lieutenant governor, in cooperation with county clerks, shall develop, establish, and maintain a state-provided Internet website designed to help inform the voters of the state of:

- (a) the offices and candidates up for election; and
- (b) the content, effect, operation, fiscal impact, and supporting and opposing arguments of ballot propositions submitted to the voters.
- (3) Except as provided under Subsection (6), the website shall include:
  - (a) all information currently provided in the Utah voter information pamphlet under Title 20A, Chapter 7, Part 7, Voter Information Pamphlet, including a section prepared, analyzed, and submitted by the Judicial Council describing the judicial selection and retention process;
  - (b) all information submitted by election officers under Subsection (4) on local office races, local office candidates, and local ballot propositions;
  - (c) a list that contains the name of a political subdivision that operates an election day voting center under Section **20A-3-703** and the location of the election day voting center; and
  - (d) other information determined appropriate by the lieutenant governor that is currently being provided by law, rule, or ordinance in relation to candidates and ballot questions.
  - (e) any differences in voting method, time, or location designated by the lieutenant governor under Subsection 20A-1-308(2).

(4) (a) An election official shall submit the following information for each ballot label under the election official's direct responsibility under this title:

- (i) a list of all candidates for each office;
- (ii) if submitted by the candidate to the election official's office on or before at least 45 days before the primary election and 60 days before the general election.

- (A) a statement of qualifications, not exceeding 200 words in length, for each candidate;
- (B) the following biographical information if desired by the candidate, current:
  - (I) age;
  - (II) occupation;
  - (III) city of residence;
  - (IV) years of residence in current city; and
  - (V) email address; and
- (C) a single web address where voters may access more information about the candidate and the candidate's views; and
- (iii) factual information pertaining to all ballot propositions submitted to the voters, including:
  - (A) a copy of the number and ballot title of each ballot proposition;
  - (B) the final vote cast for each ballot proposition, if any, by a legislative body if the vote was required to place the ballot proposition on the ballot;
  - (C) a complete copy of the text of each ballot proposition, with all new language underlined and all deleted language placed within brackets; and

(D) other factual information determined helpful by the election official.

(b) The information under Subsection (4)(a) shall be submitted to the lieutenant governor no later than one business day after the deadline under Subsection (4)(a) for each general election year and each municipal election year.

- (c) The lieutenant governor shall:
- (i) review the information submitted under this section, to determine compliance under this section, prior to placing it on the website;
  - (ii) refuse to post information submitted under this section on the website if it is not in compliance with the provisions of this section; and
  - (iii) organize, format, and arrange the information submitted under this section for the website.
- (d) The lieutenant governor may refuse to include information the lieutenant governor determines is not in keeping with:
- (i) Utah voter needs;
  - (ii) public decency; or
  - (iii) the purposes, organization, or uniformity of the website.
- (e) A refusal under Subsection (4)(d) is subject to appeal in accordance with Subsection (5).

(5) (a) A person whose information is refused under Subsection (4), and who is aggrieved by the determination, may appeal by submitting a written notice of appeal to the lieutenant governor within 10 business days after the date of the determination. A notice of appeal submitted under this Subsection (5)(a) shall contain:

- (i) a listing of each objection to the lieutenant governor's determination; and
  - (ii) the basis for each objection.
- (b) The lieutenant governor shall review the notice of appeal and shall issue a written response within 10 business days after the notice of appeal is submitted.

(c) An appeal of the response of the lieutenant governor shall be made to the district court, which shall review the matter de novo.

(6) (a) The lieutenant governor shall ensure that each voter will be able to conveniently enter the voter's address information on the website to retrieve information on which offices, candidates, and ballot propositions will be on the voter's ballot at the next general election or municipal election.

(b) The information on the website will anticipate and answer frequent voter questions including the following:

- (i) what offices are up in the current year for which the voter may cast a vote;
- (ii) who is running for what office and who is the incumbent, if any;
- (iii) what address each candidate may be reached at and how the candidate may be contacted;
- (iv) for partisan races only, what, if any, is each candidate's party affiliation;
- (v) what qualifications have been submitted by each candidate;
- (vi) where additional information on each candidate may be obtained;
- (vii) what ballot propositions will be on the ballot; and
- (viii) what judges are up for retention election.

(7) As resources are made available and in cooperation with the county clerks, the lieutenant governor may expand the electronic voter information website program to include the same information as provided under this section for special elections and primary elections.



June, 2017

Dear Candidate,

Congratulations on your decision to run for elected office in Vineyard, Utah.

I hope this guide is helpful to you. It has been designed to present you with basic information about the election process, which you should review. In particular, you should closely study the ethics and financial disclosure information. Please be aware that the information in this guide does not relieve you of your obligation to become familiar with the current election laws in the Utah Code Title 20A.

If you have any questions please do not hesitate to contact me.

Sincerely,

Pamela Spencer, Election Officer



## Welcome – General Information

You have embarked upon a journey into the political and government arena. It can be very rewarding and challenging at the same time. “Public Service” may often mean setting aside your own personal desires and issues for the good of the community. An elected official has the responsibility of being prepared and informed on the issues, of maintaining honor and integrity in all his or her actions, and for making the commitment to attend all necessary meetings and actively participating as a member of the community and the city.

You can start your public service by making sure you conduct your campaign in a fair and honest manner. In public service you will often find that you have to make decisions that are not popular with your friends and those who are in attendance at public meetings. Usually the only ones who attend meetings are those who oppose an action being proposed, while there may be many others who support the action.

The City Council is not the place for persons to gain power or control. It is not a place for persons with special interests or personal agendas. Those things quickly become lost in the myriad of diverse and difficult issues you will be facing. You will often find that once you know all of the facts about an issue, you may have to change your position. You will find that compromise of positions often needs to take place to make decisions and work as a team. However, compromise of principles and truth need never take place.

Personal gain by elected officials must never take place, and in many cases may be illegal. Mayor and City Council positions are positions of great trust, which require the highest integrity and a desire to serve others.

Please contact the City Recorder at 801.226.1929, for questions and assistance. If you request copies of specific information from the City Recorder, copies will be provided to all candidates regardless of whether they want it or not.



# VINEYARD

STAY CONNECTED

Candidate Guide 2017

# VINEYARD

## CANDIDATE GUIDE

### OFFICES TO BE VOTED ON

One Mayoral position – 4-year term; January 2018 – January 2022

Two City Council positions – 4-year term; January 2018 – January 2022

### PERSONAL COMMITMENT

To perform effectively as a mayor or council member, you will need to budget your time wisely. You will be responsible for three very important roles: (1) your public position, (2) your spouse and family, and (3) your profession. You already know how much time is needed for your family and profession. However, few people realize how many hours are needed to conduct the official business of the City. In addition to the regularly scheduled council meetings, informal meetings and work sessions may be required to address special issues or problems. Council members may also serve as representatives to advisory boards and commissions.

#### Qualifications for Elected Office:

1. A candidate must be a United States citizen.

2. A candidate must be at least 18 years old and a registered voter of the municipality.

3. A candidate must have resided in Vineyard for 12 consecutive months immediately preceding the election.

4. Any mentally incompetent person, any person convicted of a felony, or any person convicted of treason or a crime against the elective franchise may not hold office in this state until the right to vote or hold elective office is restored as provided by statute.

### ETHICS

The state had enacted the “Municipal Officers’ and Employees’ Ethics Act” which establishes standards of conduct for elected and appointed officials. You can find this information in the UCA 10-3-1301 through 10-3-1312.

### ELECTED OFFICIALS COMPENSATION

The elected official compensation for Fiscal Year 2017-2018 is as follows:

Mayor .....\$18,400 per year

Council .....\$ 8,800 per year

### OATH OF OFFICE

Once elected, council members are required to take the following oath of office during the Oath of Office Ceremony held at noon on the first Monday in January or as soon thereafter as practically possible. For this election, the Oath of Office ceremony will be held on Tuesday, January 2, 2018, at noon. The oath states:

"I do solemnly swear that I will support, obey, and defend the Constitution of the United States, the Constitution of the State of Utah, and that I will discharge the duties of my office with fidelity."

### ELECTION DAY

A single voter service center will be open at the Vineyard City Offices, 125 North Main. The voter service center is not intended to be a polling place, rather it is a place for voters with issues to go and receive help. It will operate during traditional voting hours (7 a.m. to 8 p.m.) on Election Day only.

Election dates are Primary August 15 (if necessary), General Election November 7.

### CAMPAIGN LITERATURE

Please be aware that placing campaign literature inside residential mailboxes is a violation of federal postal standards. Anything placed in the mailbox must have proper postage attached and have been through the postal



system. Any material found in the mailboxes will be removed by the postal carrier and, at the discretion of the postmaster, the offender may be charged with violation of federal postal standards. You are also encouraged to warn your campaign workers against the use of mailboxes for campaign literature. Feel free to check with the postmaster on any postal questions you have, including requests for assistance with mailing bulk rate campaign literature.

## POLITICAL CAMPAIGN SIGNS

1. Signs may not be located within 150 feet of a building that is serving as a polling place for the election on Election Day. (UCA 20A-3-501)
2. Signs may not be erected or maintained on or overhanging public property or a public right-of-way, this includes traffic signs, street signs, utility poles, and parks.
3. Signs may not constitute a safety hazard, obstruct view or create a nuisance.
4. Signs may not be erected, constructed, or maintained upon any property without the consent of the owner or person entitled to possession of the property.
5. Improperly placed signs will be removed by city personnel.
6. Political signs shall be removed no later than ten (10) days after the date of the election to which they refer. This shall not prevent a sign displayed for a primary election to remain if the candidate is part of a subsequent general election.
7. For a comprehensive list regarding signs, see Vineyard Zoning Ordinance Chapter 24 section 2405 A.1-12 and section 2411 A-8)

## ELECTION NIGHT RETURNS

The City is contracting with Utah County to conduct a Vote by Mail (VBM) election.

- Ballots will be mailed to all Vineyard registered voters
- A single voter service center will be provided to address voter concerns/issues. The center is not intended to be a polling place, rather it is a place for voters with issues to go and receive help. The center will operate during traditional voting hours (7 a.m. to 8 p.m.) on Election Day.

**PLEASE NOTE:** ballots will be mailed no later than 21 days before the election. Voted ballots can be mailed (postage paid by the City). They can also be dropped off at the Recorder's Office or the Utah County Clerk's Office (in Provo)—**including on Election Day**. Election returns will be available on the County's webpage.

## CAMPAIGN FINANCIAL REPORTING

Candidates for elected municipal office must file signed Campaign Financial Statements (example of form enclosed at the end of the Candidates' Guide) with the City Recorder containing itemized and total campaign contributions and expenditures as outlined below:

1. **Candidates in the Municipal Primary** shall file:  
A first Campaign Financial Statement must be filed no later than 7 days before the Municipal Primary (August 15, 2017). The first statement shall include contributions received and expenditures made up through and including August 3, 2017. The filing period for the first statement is August 7 through August 8, 2017, at 5:00 p.m. *The names of candidates who fail to comply with this deadline will be removed from the ballot for the Municipal Primary.*
2. **Candidates Eliminated at the Municipal Primary** must file a Campaign Financial Statement within 30 days following the Municipal Primary Election. The deadline for this filing is September 14, 2017.
3. **Candidates in the Municipal General Election** shall file:
  - a. A second Campaign Financial Statement must be filed no later than 7 days before the Municipal General Election (November 7, 2017). The second statement shall include contributions received and expenditures from August 4, 2017 up through and including October 26, 2017). The filing period for the second statement is October 30 through October 31, 2017. *The names of candidates who fail to*

*comply with this deadline will be removed from the ballot for the Municipal General Election.*

- b. A third campaign Financial Statement shall be filed within 30 days after the Municipal General Election. The third statement shall include contributions received and expenditures made from October 29, 2017 until the date of the third filing. The deadline for this filing is December 7, 2017.
- c. If a candidate receives contributions or makes expenditures after the date of the last filing, an additional campaign financial statement(s) shall be filed within 30 days of receiving the contribution or making the expenditure.

Signed campaign financial statements received by the City Recorder are classified as a public record and must be posted to the City's webpage "no later than seven days after the statement is filed."

The campaign financial statements must include the following information:

1. For each contribution of more than \$50.00, the name of the donor of the contribution and the amount of the contribution.
2. An aggregate total of all contributions of \$50.00 or less received by the candidate.
3. For each expenditure, the name of the recipient and the amount of the expenditure.

(UCA 10-3-208)

## ELECTIONEERING

UCA 20A-3-501

"Electioneering" includes any oral, printed, or written attempt to persuade persons to refrain from voting or to vote for or vote against any candidate or issue. A "polling place" means the physical place where ballots and absentee ballots are cast and includes city office during the period in which absentee ballots may be cast there.

Any person who violates any provision of this section is guilty of a Class A misdemeanor (up to one year in jail and a fine of up to \$2,500).

On the day of any election, within a polling place or in any public area within 150 feet of the building where a polling place is located, a person may NOT:

1. Do any electioneering
2. Circulate cards or handbills of any kind
3. Solicit signatures to any kind of petition
4. Engage in any practice that interferes or disrupts the administration of the polling place
5. Obstruct the doors at polls or prevent free access to and from the polling place
6. Remove a ballot from the polling place unless the poll worker is assisting a physically disabled voter outside the building
7. Solicit any voter to show his ballot.

## VOTER REGISTRATION

Residents wishing to vote must be registered. Registration is handled by Utah County at 100 East Center Street, Room 3100, in Provo, or online at [www.vote.utah.gov](http://www.vote.utah.gov).

## EARLY VOTING

There will be **no** Early Voting because the City is doing VBM, and ballots will have already been mailed to all registered voters. They are welcome to return their ballots early.

## VOTE BY MAIL (FORMERLY ABSENTEE VOTING)

The City is doing all VBM and ballots will automatically be mailed to all registered voters.

## RECOUNTS

Municipal Elections - when the difference of votes cast between the winning and losing candidate is equal to or less than .25% of the total number of votes cast for all candidates in the race, the candidate may file a request for a recount with the City Recorder within three days after the canvass. (20A-4-401(1)(a)(ii) UCA)

## VALID VOTER IDENTIFICATION

- A form of identification that bears the name and photograph of the voter which may include:
  - A currently valid Utah driver license;
  - A currently valid ID card issued by
    - The state or
    - A branch, department, or agency of the United States;
  - A currently valid Utah permit to carry a concealed weapon;
  - A currently valid United States passport;
  - A currently valid United States military identification card; or
- One of the following identification cards, whether or not the card includes a photograph of the voter:
  - A valid tribal ID card;
  - A Bureau of Indian Affairs card; or
  - A tribal treaty card;

OR

- TWO forms of identification not listed under Subsection (83)(a) or (b) but that bear the name of the voter and provide evidence that the voter resides in the voting precinct, which may include:
  - A current utility bill or a legible copy thereof, dated within the 90 days before the election;
  - A bank or other financial account statement, or a legible copy thereof;
  - A certified birth certificate;
  - A valid social security card;
  - A check issued by the state or the federal government or a legible copy thereof;
  - A paycheck from the voter's employer, or a legible copy thereof;
  - A currently valid Utah hunting or fishing license;
  - Certified naturalization documentation;
  - A currently valid license issued by an authorized agency of the united states;
  - A certified copy of court records showing the voter's adoption or name change;
  - A valid Medicaid card, Medicare card, or electronic benefits transfer card;
  - A currently valid identification card issued by:
    - A local government within the state;
    - An employer for an employee; or
    - A college, university, technical school, or professional school located within the state; or
  - A current Utah vehicle registration.

## STATEWIDE ELECTRONIC VOTER INFORMATION WEBSITE

This website allows registered voters to view election information particular to them, including their polling places, election officials, a sample ballot, and a 200-word statement or profile from the candidates.

## ETHICS AND FINANCIAL DISCLOSURE

(UCA 10-3-13)

The State has enacted the "Municipal Officers and Employees Disclosure Act" which establishes standards of conduct for elected and appointed officials. According to this act, elected or appointed officers or municipal employees may not:

1. Disclose or improperly use private, controlled, or protected information acquired by reason of their positions or in the course of official duties in order to further substantially their personal economic interests or to secure special privileges or exemptions for themselves or others.
2. Use or attempt to use their positions to further substantially their personal economic interests, or secure privileges for themselves or others.
3. Knowingly receive, accept, take, seek, or solicit, directly or indirectly for themselves or others a gift of substantial value or a substantial economic benefit tantamount to a gift (which is defined as a loan received at an interest rate that is substantially lower than the commercial rate, or compensation received for private services rendered at a rate substantially exceeding the fair market value of the services) that would tend to improperly influence a reasonable person to depart from the faithful and impartial discharge of the person's public duties; or the person knows or a reasonable person in the office should know that under the circumstances the gift is primarily for the purpose of rewarding the person for official action taken. This does not apply to:
  - a. An occasional nonpecuniary (nonmonetary) gift under \$50 in value.
  - b. An award presented publicly in recognition for public service.
  - c. A bona fide loan in ordinary course of business.
  - d. Political campaign contributions.
4. Failure to disclose in public meeting any personal interests or investments by any elected or appointed officials of a municipality, which creates a conflict between officials' personal interests and their public duties.

Also, according to the Act, a Disclosure Statement must be filed with the Mayor and proper notification must be given if any of the following situations exist:

1. City official or employee receives compensation for assisting any person or entity in a transaction involving the City. (Must be filed ten days before compensation is received or agreement is entered into.)
2. City official or employee is an officer, director, agent, employee, or owner of substantial interest (over \$2,000) in business regulated by the City.
3. City official or employee is an officer, director, agent, employee, or owner of substantial interest in business, which does or anticipates doing business with the City.

Besides filing a disclosure statement, elected and appointed officials must also disclose their positions verbally in open meeting to the other members of the body to which they belong as well as immediately prior to any discussion involving the business or interest.

Certain penalties may be imposed for violation of the above requirements. They include:

1. Potential Second-Degree Felony action.
2. Mandatory removal from office.
3. Rescission of transaction.

The complete text of the applicable State law and City ordinance is available for your reference at the City Recorder's Office. A sample of the disclosure statement form is included at the end of the Candidate's Guide.

# VINEYARD'S FORM OF GOVERNMENT

The Council assumes the legislative or policy-making role of the community, while the manager assumes the executive or administrative role.

## Mayor:

1. Presides at all meetings of the Council and serves as Chair of the RDA Board.
2. Has one vote in all Council proceedings.
3. Executes bonds, notes, contracts, and written obligations as required on behalf of the City.
4. Acts as the City's chief ceremonial officer and represents the City in its external affairs.
5. Makes appointments with the advice of the Council to advisory boards and commissions.
6. Has all of the powers, duties, and privileges of other City Council members.

## Council Members:

1. Pass, modify, or repeal City ordinances and resolutions.
2. Determine City policy directives.
3. Authorize the issuance of bonds.
4. appropriate funds.
5. Appoint, evaluate, and remove the City Manager.
6. Review City Administration.
7. Hold regular meetings in accordance with State law.
8. Act as the board of directors of the Vineyard Redevelopment Agency.

## City Manager:

1. Is the City's chief administrative officer.
2. Be responsible for the internal affairs of the city.
3. Establish and maintain effective working relationships with the governing body, city staff, other agencies, the press, and the public.
4. Appoints, with the advice and consent of the City Council, a qualified person to each of the offices of recorder, treasurer, engineer, and attorney; and creates any other offices deemed necessary.
5. Is responsible for managing city personnel to ensure that the city government and its respective departments function in the most efficient and effective manner.
6. Is the City's budget officer and finance director and exercises fiscal and administrative control over all City operations through compliance with requirements of the Uniform Municipal Fiscal Procedures Act.
7. Represent the city at various meetings or other functions.
8. Enforce all applicable laws, ordinances, rules, regulations, and policies of the city. Assure that all franchises, leases, permits, licenses, contracts and privileges granted by the city are fully performed and observed.
9. Recommend and prepare for consideration by the governing body and advisory committees long range strategic plans and programs to provide for the health, safety, and welfare of the current and future inhabitants of the city; furnish reports to the governing body as requested.
10. Acts as the human resource director.
11. Attend and participate in all meetings of the governing body unless otherwise excluded by the governing body in an executive session meeting, but shall not have a right to vote in said meetings.
12. For further information see Vineyard Municipal Code Title 3 Chapter 3-500.

## DEPARTMENT HEADS

The Executive Staff of the City consists of the City Manager, his Assistant, and the Department Heads. These individuals are:

<u>DEPARTMENT</u>	<u>INDIVIDUAL</u>	<u>BUS. PHONE</u>
City Manager	Jacob McHargue	801.885.6285
City Attorney	David Church	801.261.3407
Economic Development	Morgan Brim	801.226.1929
Public Works	Don Overson	385.249.8478
Utah County Sheriff's Office	Collin Gordon	801.794.3970
Orem Fire Department		801.229.7327
Recorder	Pamela Spencer	801.226.1929
Building	George Reid	801.226.1929

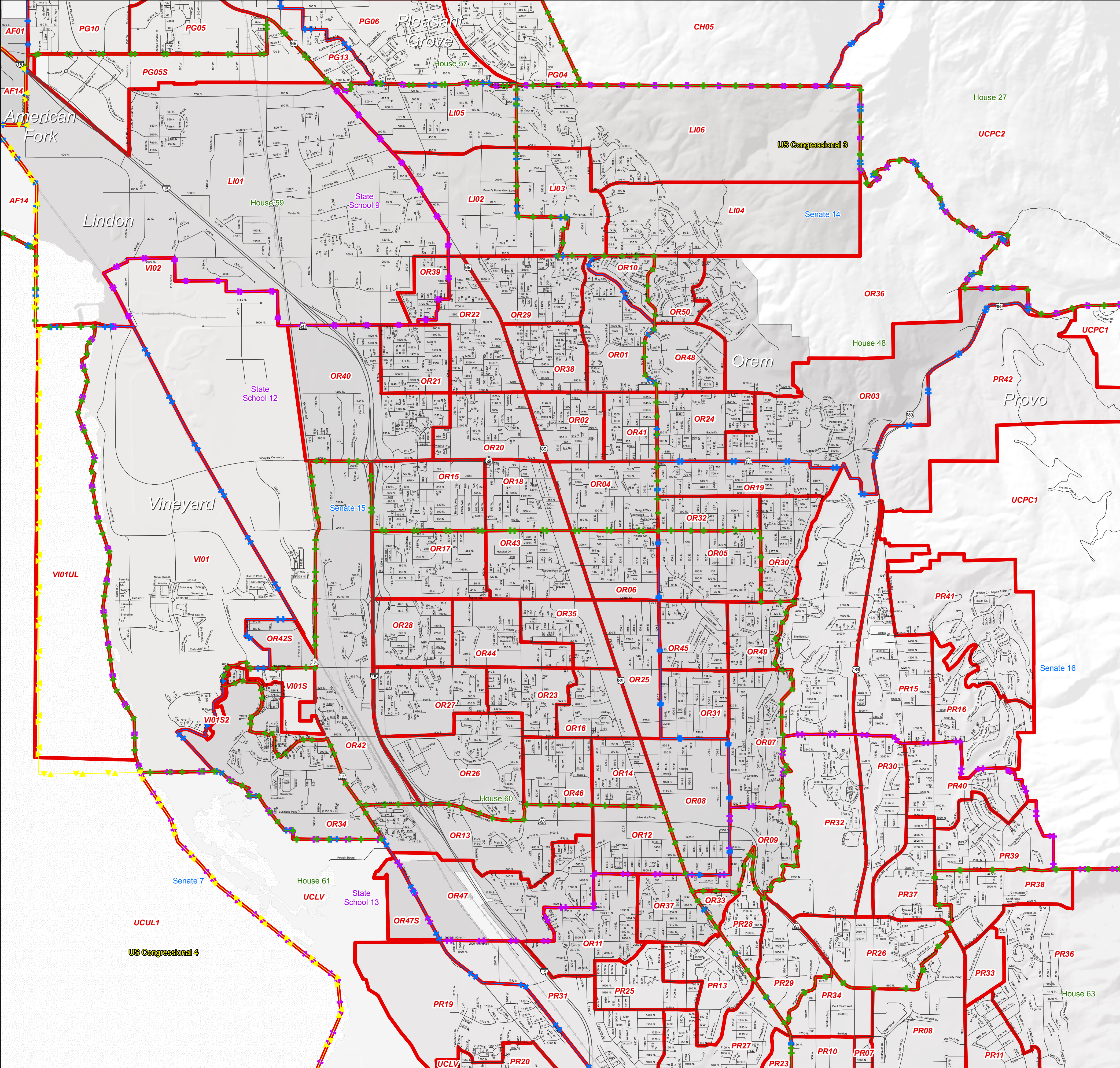
*Please feel free to contact these individuals if you have questions or need for additional information.*

## 2017 DATES TO REMEMBER

Thursday, June 1 through Wednesday, June 7 (no later than 5:00 p.m.)	Filing period for Declaration of Candidacy Forms or Nominating Petition with the City Recorder (examples enclosed at the end of the Candidate Guide). <i>We will close the doors on the 7 at 5:00 p.m. sharp. Rather than risk missing the deadline, please consider filing early.</i>
Wednesday, June 12	Last day for filing a written objection to a candidate filing. <b>20A-9-203(11)</b>
Monday, July 3	Deadline for candidates to submit 200-word statement or profile for State website for the Primary.
Sunday, July 16	Last day a new resident of Utah can establish a 30-day-voting residency for the Municipal Primary.
Monday, July 17 (postmarked)	Last day the County will accept mail-in voter registration forms.
Tuesday, August 8	Last day the County can register voters <b>in office (20A-2-201)</b> or <b>online (20A-2-206)</b> and vote in the Municipal Primary. <u>It is dangerous for voters to wait until the last minute to do this because the County could be overwhelmed with last-minute registrations and unable to process the forms in time to vote.</u>
Tuesday, August 8	First Campaign Financial Statement - Filing Period - <b>UCA10-3-208(3)(b)</b> The <b>DEADLINE</b> is 7 days before the Primary. All candidates must file this statement for contributions received and expenditures made up to and including August 3rd. <i>The names of candidates failing to meet this deadline will be removed from the ballot.</i>
Tuesday, August 15	<b>Municipal Primary.</b> Voter Service Center opens at 7:00 a.m. and closes at 8:00 p.m. <i>***The center is not intended to be a polling place, rather it is a place for voters with issues to go and receive help.***</i>
August 16-28	Beginning the day after the election and ending on the day before the date of the canvass—if ballots have been counted—the numbers shall be publicly released.
Tuesday, August 29	Municipal Primary Canvass (verification of election results).
Friday, September 8 or before	Last day a write-in Candidate can file a Declaration of Candidacy for the Municipal General Election. ( <b>20A-9-601--60 days before General Election</b> )
Friday, September 8	Deadline for candidates to submit 200-word statement or biography for State website for the General Election.
Thursday, September 14	<b>Deadline</b> for candidates <b>eliminated</b> in the Municipal Primary to file the Campaign Financial Statement for the total of contributions received and expenditures between August 4 and date of this filing. ( <i>due 30 days after Primary</i> )
Sunday, October 8	Last day a new resident can establish a 30-day voting residency for the November Municipal Election. <b>UCA 20A-2-101</b>
Monday, October 10	Last day the County will accept <b>mail-in</b> voter registration forms for the Municipal General Election.
Saturday, October 15	Last day any person who filed a declaration of candidacy and was nominated and any person who was nominated by a nomination petition may withdraw. (in writing) <b>20A-9-203(12)</b>
Monday, October 23	Last day the County can register voters <b>in office (20A-2-201)</b> or <b>online (20A-2-206)</b> and vote in the Municipal General Election. <u>It is dangerous for voters to wait until the last minute to do this because the County could be overwhelmed with last-minute registrations and unable to process the forms in time to vote.</u>
Monday, October 30 thru Tuesday, October 31	Filing period - Second Campaign Financial Statement. The <b>DEADLINE</b> is 7 days before the General Election. All candidates successful in the Municipal Primary must file this statement for contributions received and expenditures made from August 4 through October 26. <i>The names of candidates failing to meet this deadline will be removed from the ballot.</i>
Tuesday, November 7	<b>General Municipal Election Day.</b> Voter Service Center opens at 7:00 a.m. and close at 8:00 p.m. <i>***The center is not intended to be a polling place, rather it is a place for voters with issues to go and receive help.***</i>
Tuesday, November 21	General Municipal Election Canvass (verification of election results).
Thursday, December 7	Deadline for filing the Third Campaign Financial Statement. All candidates successful in the Municipal Primary must file this statement for contributions received and expenditures made beginning October 27 through the date of this filing.
Tuesday, January 2, 2018	Oath of Office Ceremony at Noon.

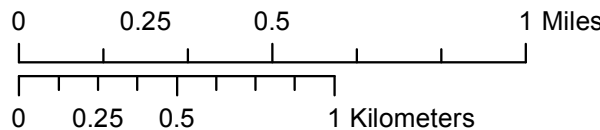


## 2016 Voting Precincts - Lindon, Orem, Vineyard

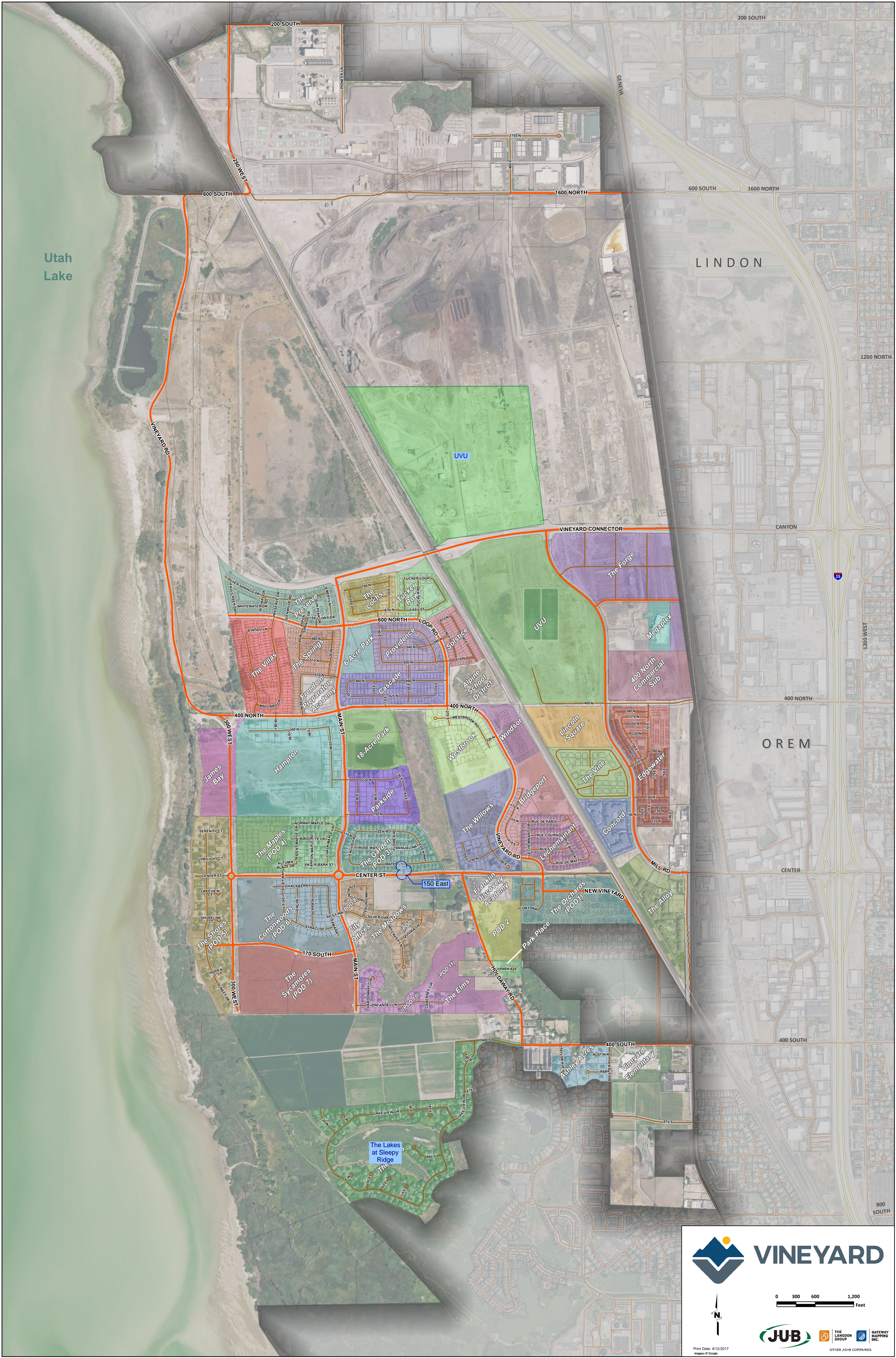


Utah County makes no warranty with respect to the accuracy, completeness, or usefulness of this map. Utah County assumes no liability for direct, indirect, special, or consequential damages resulting from the use, or misuse of this map or any of the information contained hereon.

-  Precincts 2016
  State Senate District
  County Boundary Line
-  US House District
  State School Board
  Waterbodies
-  State House District
  Roads
  Railroads
-  Waterlines







Print Date: 4/12/2017  
Imagery © Google  
OTHER JUB COMPANIES



# Candidate Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I authorize my address be made available to the public      Yes ☐      No ☐

Phone: \_\_\_\_\_

I authorize my phone # be made available to the public      Yes ☐      No ☐

E-Mail: \_\_\_\_\_

I authorize my email be made available to the public      Yes ☐      No ☐

Election webpage: \_\_\_\_\_

I authorize my webpage be made available to the public      Yes ☐      No ☐

Other:

Facebook: \_\_\_\_\_

I authorize my Facebook be made available to the public      Yes ☐      No ☐

Twitter: \_\_\_\_\_

I authorize my Twitter be made available to the public      Yes ☐      No ☐

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## VINEYARD DISCLOSURE STATEMENT

This disclosure statement is to be completed by City employees, staff, and elected or appointed officials. Please indicate any business or interest you have which may affect your position with the City.

1. Candidate position filed for \_\_\_\_\_

2. Name of business or interest \_\_\_\_\_

3. Address of business or interest \_\_\_\_\_

4. Briefly describe your position in the entity and precise nature of the interest

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5. Describe the precise nature and value of any change of interest since last disclosure, if applicable

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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

# Vote by Mail – Frequently Asked Questions

## What if I have moved?

To update your records, you may:

- log on to [vote.utah.gov](https://vote.utah.gov) or
- contact the Utah County Clerk's Office between the hours of 8:00 am – 5:00 pm,  
Monday through Friday: 100 E Center Street Room 3600, Provo  
801-851-8109

Please be aware that in order to vote in Vineyard, you must establish residency in Vineyard at least 30 days before Election Day.

Deadlines to establish residency:    Primary Election: July 16                      General Election: October 8

## When will I get my ballot?

Ballots are mailed no later than 21 days before the election. **Ballots cannot be forwarded by the post office, so make sure the county has your correct address by visiting [vote.utah.gov](https://vote.utah.gov).**

## How do I submit my ballot?

After filling out your ballot, just put it in the provided envelope (one ballot per envelope), sign in the appropriate space, and seal it (in two places).

### Before Election Day:

- Mail your ballot. Ballots that are mailed must have a postmark no later than the Monday before the election. Check with your local post office for their hours of operation. Do not wait until the last minute. Make sure your vote counts!
- or:
- Bring your voted ballot in the sealed, signed envelope to the voter service center at the Vineyard City office building located at 125 S. Main Street during office hours.

### On Election Day:

- Bring your voted ballot in the sealed, signed envelope to the voter service center at the Vineyard City office building located at 125 S. Main Street, and drop it in the secure ballot box, between the hours of 7:00 am and 8:00 pm.

## Can I pick up a ballot for my neighbor, child, or parent?

Ballots must be mailed to a registered voter's registered mailing address. The county will not give ballots to anyone other than the registered voter.

## What if I lose or never receive my ballot?

If you have not received your ballot within two weeks after they are mailed, contact the Utah County Clerk's Office at the address above. Your voter registration will be checked to ensure that the information is correct. If the address is correct, a replacement ballot will be sent. If your information has changed, your registration will need to be updated and a new ballot will be sent.

**What if I make a mistake on my ballot?**

Up until the Friday before the election: take your ballot to the Utah County Election Office in Provo (see address above).

On Election Day: bring your ballot to the voter service center at the Vineyard City office building located at 125 S. Main Street, between the hours of 7:00 am and 8:00 pm. You will be able to vote with a provisional ballot. You will need to bring government-issued photo ID and proof of residency or two forms of ID and proof of residency.

**Can two ballots be returned in the same envelope?**

No, there should only be one ballot in each envelope. We must have an affidavit for each ballot. If there is more than one ballot in the envelope, neither ballot will be counted.

**What if I forgot to sign the affidavit on the envelope before I sealed it?**

If you are not sure whether you signed your affidavit, sign the outside of the envelope.

**What if I signed another voter's affidavit?**

Cross off the wrong signature and sign the correct affidavit. If the envelope has already been sealed, you may sign the outside of the envelope.

**What if I can't sign my ballot affidavit? Can someone else sign for me?**

If a voter is unable to sign, they only need to make a mark (X) for their ballot to count. The mark must be witnessed and the witness must sign the affidavit.

*Individuals with power of attorney cannot sign the ballot affidavit for the voter.*

**For U.S. citizens living overseas or serving in the military:**

Vineyard residents who are either temporarily or permanently overseas and all active military personnel, including their spouses and dependents, are eligible to vote by absentee ballot under the Uniformed and Overseas Citizens and Absentee Voting Act (UOCAVA) and Utah Law. Please apply for an absentee ballot through the state website: [vote.utah.gov](https://vote.utah.gov).



I have received the following information and/or documents:

- ☐ General Information/Ethics
- ☐ Master Ballot Position List
- ☐ Pledge of Fair Campaign Practices
- ☐ Financial Disclosure Information & Forms
- ☐ Your Candidate Profile information pages
- ☐ Website information
- ☐ Campaign Sign Information
- ☐ Electioneering
- ☐ Vote by mail information and FAQ sheet
- ☐ Candidate Important Dates/Information

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Printed Name

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Signature

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Date

# NOMINATION PETITION

The undersigned residents of the Vineyard, Utah, being 18 years of age or older, nominate:

\_\_\_\_\_  
(Print candidate's name as it is to appear on the ballot)

to the office of \_\_\_\_\_ for the term of 4 years.

**NOTE:** This petition must be signed by at least 25 residents of the municipality who are at least 18 years old, or by 20% of such residents, whichever is less. 20A-9-203(5)

#	Name	Address	Phone Number
1			
2			
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4			
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The undersigned person who is submitting this petition to the municipal clerk or recorder further states the above-named nominee is:

1. A United States citizen at time of filing.
2. A registered voter of the municipality.
3. Has registered within the municipality or recently annexed area for 12 consecutive months immediately preceding the date of the election.
4. Any mentally incompetent person, any person convicted of a felony, or any person convicted of treason or a crime against the elective franchise may not hold office in this state until the right to vote or hold elective office is restored as provided by statute (see UCA 20A-2-101.5).

Submitted by \_\_\_\_\_ Address \_\_\_\_\_, Utah

Phone \_\_\_\_\_

Received: \_\_\_\_\_, 20\_\_\_\_\_

Date

Clerk/Recorder